

Application Instructions:

To receive a Certificate of Appropriateness from the Clarksville-Montgomery County Regional Historic Preservation Commission, it is necessary for the applicant to complete the enclosed application form and return it with a copy of the plans, drawings, specifications and, if necessary, supplemental materials. This application is to be filed with the Regional Historic Zoning Commission at least ten (10) days before the meeting of the Commission at which the application is to be reviewed. In general, documentation submitted with the application is non-returnable, with the exception of historic photographs, etchings, lithographs, original blueprints and drawings, or other special materials.

1. Name of Property

Provide the name given to the property when it was designated if you know it. Give the full address of the property including zip code. If located in a local historic district, give the name by which the district was designated.

2. Name and mailing address of owner

Provide the name, address, and telephone number of the owner. If there are multiple owners of real interest, include all parties using a separate sheet of paper if necessary. Provide the name, address, and telephone number of the applicant if different from the owner.

3. Attachments

Provide a copy of the plans, renderings, drawings, and written specifications of the alteration. To supplement your application, you may also wish to submit photographs, slides, material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed change.

4. Description of project

Complete a separate item for each type of exterior architectural feature affected, such as windows, roofs, porches, cornices, or masonry. Briefly describe the feature or materials and give the approximate date that it was constructed if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many items as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Reference work items to accompanying drawings or photographs.

5. Signature of applicant

All applications must be signed and dated.

If you have questions or need assistance in completing this form, please telephone the Historic Preservation Commission staff at 645-7448.